

Unadilla Public Library  
Regular Board Meeting  
Date: April 17, 2023

**Call to Order:** President Susan Barnhart called the meeting to order at 6:55 pm

**Trustees Present:** Susan Barnhart, Beth Baldwin, Lois Baldwin, David Lapointe

**Absent:** Barbara Lennon

**Others Present:** Library Director Irene Murphy

**Past Minutes:** March 20, 2023 meeting minutes not yet available.

**Financial Report:** Abstract #11/Voucher #36 (L7410.410/.480/.480) Irene Murphy – Books/Beanie Babies/Easter Candy \$146.97; Voucher #37 (L7410.413) 4CLS – Video Circuit & Movie Licensing \$376.00; Voucher #38 (L7410.460/.480) Village Variety – Window Film/Poster Board \$32.61; Voucher #39 (L7410.480) Scholastic - Books \$192.00 Total of Abstract #11 vouchers: \$747.58. Motioned to approve by Susan Barnhart, seconded by David Lapointe.

**Treasurer's Report:** All March activity not yet recorded. Bank accounts need to be reconciled.

**Bank Balances:**

NBT Checking (L200):  
NBT Savings (L201):  
CD SFCU Bequest II (L202):  
CD SFCU Wright Fund (L203):  
SFCU MMA/Savings (L204):  
Grant Money (L205): -0-  
CD SFCU Friedman (L206):  
CD SFCU Investment Fund (L207):  
Principal amounts: Bequest I \$5,213.24  
Bequest III \$1,910.28  
Douglas \$5,006.90 (for biographies)  
Petty Cash (L210): \$30.00

(CD's mature 5/22/25)

- Susan Barnhart brought up a proposed adjustment to the library's financial records that had been suggested by the auditor from the Comptroller's Office. As explained by Clerk-Treasurer Kelly Jones, this adjustment was proposed during the preparation of the Annual Update Document (AUD) earlier this year. It is not yet clear to the Board where or how the adjustment is to be posted. The library's only assets are the cash accounts and these accounts are normally reviewed and reconciled on a regular basis. Any adjustment should not be to cash. Need clarification on whether this is an adjustment for the AUD only.

- Discussion ensued regarding tech services for the computers. Our service agreement with Directive presently costs \$550 a year. Per conversations with 4CLS personnel, they can provide the same services that Directive provides. The cost is already included in the automation fees that we currently pay, so there would be no additional cost for 4CLS to take over these services. Questions were raised regarding what kind of paperwork we would need to sign, as well as the sourcing of future computers. 4CLS charges an hourly rate to service computers not purchased thru them. Received a quote from 4CLS for the cost to reconfigure the two older computers, along with a quote for new monitors for those two computers.
- Question was brought up regarding a village trustee attending our monthly board meetings. Mr. Mott's term on the village board was up this year, and none of the new board members are available. Will address this with the mayor to see if someone would agree to receive the minutes, if unavailable for the meetings.

**Requests for Treasurer:** Please reconcile all banks accounts each month to their bank statements. Also provide the quarterly bank statement for the NBT Savings Account (L201) when it is available. Per the February 2023 trial balance the payroll liability due to the village is still outstanding. The February bank statement showed that the reimbursement was already made, therefore the liability should be reversed.

**Director's Report:**

- Have booked an additional program for this summer. Will be having Pete & Chris Amusements on Wednesday, August 9th at 1pm. Their fee is \$400. The other programs planned for this summer – as previously discussed – are: The Spoon Man on Tuesday, August 1<sup>st</sup> at 1pm (\$480); Robert Roger Puppet Company on Thursday, July 27<sup>th</sup> at 1pm (\$395); The Dirtmeister on Thursday, July 13<sup>th</sup> at 1pm (\$250). An author presentation by Sue McGuinness (Povlock) will be Thursday, August 10<sup>th</sup> at 10am.
- Will be planning a spring event for Saturday, May 13<sup>th</sup> to plant flower seeds, make crafts and read stories.
- Other events are being researched, including programs with the State Troopers.
- Got some feedback from other libraries about how they pay for their Amazon purchases. Some have their own credit cards and others use electronic fund transfers (EFTs). Spoke with Amazon about their EFT payment option. Because Amazon will no longer allow the library to pay by invoice, this is a good option for ordering books and supplies. Per discussion with Kelly Jones, this should be no problem. Will just need to get the routing and account number for the NBT checking account. Motion to approve the use of EFT payments was made by David Lapointe and seconded by Susan Barnhart.
- Approximately 45 children attended the Easter Egg Hunt on Saturday, April 1<sup>st</sup>. Have purchased some Easter clearance items to use for future prizes.
- Revenues received for March 2023 were \$21.05. Prints- \$8.80; Book Sales- \$10.50; Donations- \$1.75.
- March 2023 hours: Irene - 49 (4 floating), Marc - 56 (7 floating)

- Still working with BOCES about the repairs needed for the StoryWalk boards. Two of the boards were already taken over to BOCES so they could get an idea of what needs to be done. The other 16 will be taken over shortly.
- Our agent at NBT Insurance is asking if we would like to review our insurance coverage. The insurance policy will be renewing for the June 30, 2023 – June 30, 2024 policy period.

**Next Meeting:** April 23, 2023 2:00 pm – policy workshop  
May 15, 2023 6:30 pm – regular monthly meeting

Motioned to adjourn: 9:00pm by David Lapointe, Second by Susan Barnhart

Respectfully submitted: Beth Baldwin  
5/6/23